

DD/S 63-1630

Executive Registry

63-3042/a

22 APR 1963

X APR 1963

23 APR 1963

*card*  
 Mr. Harold Seidman  
 Acting Assistant Director for  
 Management and Organization  
 Bureau of the Budget  
 Washington 25, D. C.

Dear Mr. Seidman:

STAT In response to your letter of April 10, 1963, [ ] STAT  
 [ ] has been designated to work with Mr. William Gill of your  
 staff on the problem of developing Government-wide policy and  
 criteria for maintenance of Government-owned ADP equipment.

STAT I have asked [ ] to contact Mr. Gill as requested  
 and assist him in any way possible.

Sincerely yours,

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
 Executive Director

CONCURRENCE: 4/22

ADPS/JB (19 Apr 63)

Retyped: EA-DD/S:RBF:maq (22 Apr 63)

Distribution:

Orig &amp; 1 - Adse

1 - ER w/Basis 03

1 - Signing Official

2 - DD/S

1 - C/ADPS

[ ] K. White  
 Deputy Director  
 (Support)

(EXECUTIVE REGISTRY FILE)

H30129

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	DD/S		4/10	KMA	
2	C/ADPS				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

Please prepare an appropriate  
 reply for Kirk's signature,  
 naming the person who will  
 contact Mr. Gill, and route  
 via this office. RMA

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.		DATE
Executive Director		12 Apr 63

EXECUTIVE OFFICE OF THE PRESIDENT  
Bureau of the Budget  
Washington 25, D. C.

April 10, 1963

Mr. Lyman B. Kirkpatrick  
Executive Director  
Central Intelligence Agency  
2430 E Street, N. W.  
Washington 25, D. C.

Dear Mr. Kirkpatrick:

Beginning in Fiscal Year 1964 and thereafter a significant portion of automatic data processing (ADP) equipment will be purchased, rather than leased, in accordance with the provisions of Bureau of the Budget Circular No. A-54. The maintenance of purchased ADP equipment therefore has now become an important consideration.

When ADP equipment is leased, as has been true in the majority of past acquisitions, maintenance is provided by the manufacturer, i.e., the lessor. When ADP equipment is purchased, the purchasing agency currently has the option of either (1) contracting with the manufacturer for maintenance--and for such contractual arrangements there are existing Federal Schedule of Supply (FSS) contracts with the majority of ADP equipment manufacturers--or (2) providing its own maintenance.

There is currently no Government-wide criteria for use in choosing between contractual and in-house maintenance arrangements. There may be favorable possibilities inherent in the operation of maintenance service centers for all or part of the ADP equipment in one agency, even though dispersed, or on a regional basis for all agencies in that region. Suggestions for such centers have been made, but there is currently no criteria for making determinations of this kind.

The development of maintenance policy and criteria should of course be based upon a careful analysis of the Government's experience to date in providing its own maintenance of ADP equipment. Although we believe this experience to be limited, we have initiated a project for gathering experience information, evaluating it and, if sufficient, to use it in developing the maintenance policies and criteria needed. We will ask for some information from your agency, even though you may be procuring maintenance by contract. If you are providing your own maintenance for all or some of your ADP equipment, we likely will ask for additional information and may wish to visit with the person in charge of your maintenance organization.

2

Mr. William A. Gill of the Bureau's staff is in charge of the study. We ask that you designate a person in your organization to contact Mr. Gill (Code 113, Extension 3311) for the purpose of working out the information gathering requirements and such additional follow-up as may be required.

Sincerely yours,

*Harold Seidman*

Harold Seidman  
Acting Assistant Director for  
Management and Organization

1030 515 11 23 63

1030 13 53 11 23

63-3042/a

22 APR 1963

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Distribution:

Orig & 1 - Adse

ALL 5 ER w/Basic 23  
 1 - Signing Official

2 - DD/S

1 - C/ADPS

[ ]  
 K. White  
 Deputy Director  
 (Support)

STAT

(EXECUTIVE REGISTRY FILE)

*Bureauway Budget*

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
CENTRAL INTELLIGENCE AGENCY			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S	4/12	KMT
2	C/ADPS		
3			
4			
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6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
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FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director			12 Apr 63
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FORM NO. 2-61 237

Use previous editions

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DD/S 63-1485  
Executive Registry  
63-3042

EXECUTIVE OFFICE OF THE PRESIDENT  
Bureau of the Budget  
Washington 25, D. C.

April 10, 1963

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